

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR ADMINISTRATOR IN HOME SERVICES

Date: Aug 5, 1999

Position Level: 11

FLSA Status: Exempt

Class Code: 11-1

GENERAL DESCRIPTION

Primary function is to administer and direct the overall operation of the In-Home support program for the elderly and disabled residents of Monroe County. This includes development, composition and submission of state and federal grant applications to funding agencies, budgetary, programmatic and operational matters including policy interpretations to staff and render services throughout the County. Reports directly to the Social Services Sr. Director.

KEY RESPONSIBILITIES

1. Develop, compose and submit grant applications.*
2. Plan, direct and analyze budgets, programmatic and operational matters.*
3. Prepare monthly productivity reports and submit to funding agencies.*
4. Develop/Supervise policies for all staff for compliance.*
5. Coordinate and analyze client information Data System Reporting.*
6. Hire and plan orientation for all staff in all areas.
7. Meet with Community Leaders, Resource Agencies to advocate for elderly and disabled population.*
8. Develop and implement Rate Agreements and monitor Provider Agencies.*
9. Develop and Compose informational and public relations materials.*
10. Monitor spending authority for HCE/HCBS/MW Programs and formulate record keeping and preparation of all mandates of grants.*
11. Responsible for all financial requirements and procedures concerning performance based contract.
12. Perform other duties as assigned.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SR ADMINISTRATOR, IN-HOME SVCS	Class Code: 11-1	Position Level: 11
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Social Work, Social Science, Psychology or related field.
<i>Experience:</i>	5 to 7 years in related field.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Requires Grant Writing knowledge and computer experience.

APPROVALS	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____